



Orange County Head Start, Inc. CAREER OPPORTUNITY

PURCHASING TECHNICIAN I

Would you like to make a difference in the lives of Orange County's most vulnerable children?

As a non-profit organization, Orange County Head Start, Inc. (OCHS) serves preschoolers, infants, toddlers, pregnant women and families throughout Orange County, including families on public assistance, children with disabilities, from homeless and foster families, and teen parents. OCHS's programs and services promote school readiness, early reading, science, mathematics, social skills and physical development. Through the additional support of comprehensive services, including health, nutrition, mental health and family partnership building, parents are empowered as leaders and advocates for their children's education, families' success, and betterment of the communities.

Essential Job Duties: Research and perform cost and value analysis of quotes, bids, etc. Process purchase requisitions and POs, vendor invoices, sales tax, verify pricing & terms meet conditions of agreement. File and maintain department records, such as: bids, COI, POs, packing lists, delivery receipts, etc. Order tracking; investigate problems/errors; expedite delayed/ misplaced shipments; resolve complaints. Investigate and respond to staff regarding PO questions, purchasing procedures, and documents. Maintain core product catalog with updates and changes to product detail and pricing in APS system. Maintain and replenish administration office central supplies. Prepare travel and conference reservations. Perform similar and incidental duties as required. Be organized and complete work in accordance with deadlines. Operate computer terminal, spreadsheet, database and word processing software; operate office equipment.

Requirements: High School Diploma. Two or more years of purchasing support experience with good mathematical and logistical problem solving ability; fast-paced deadline driven environment; high aptitude for excellent customer service; knowledge of purchasing procedures; materials, equipment, supplies and record keeping systems. Basic math skills including the ability to perform and understand basic percentages. Good oral and written communication skills.

We offer a salary range of \$17.50 to \$19.00 per hour and excellent benefits in addition to the opportunity to serve families and children in Orange County.

Final filing date Friday, September 10, 2021 at 5:00 p.m.

Apply now to join our team!

Submit an application, resume and transcripts to:

Orange County Head Start Inc.
2501 S. Pullman Street, Suite 100
Santa Ana, CA 92705

For further information and additional career opportunities, please visit the careers section on our website at www.ochsinc.org or call our Human Resources Department at 714-241-8920.

Fax 949-596-8291

EOE